	<b>DEPARTMENT OF PUBLIC SAFETY</b> <b>CORRECTIONS ADMINISTRATION</b> <b>POLICY AND PROCEDURES</b>	<b>EFFECTIVE DATE:</b> JUL 01 2010	<b>POLICY NO.:</b> COR.08.11
		<b>SUPERSEDES (Policy No. &amp; Date):</b> COR.08.11 & 06/24/93	
	<b>SUBJECT:</b> <b>INMATE IDENTIFICATION/PHOTOGRAPHS</b>		<b>Page 1 of 2</b>

## 1.0 **PURPOSE**

To set guidelines for identification of inmates upon admission or photographing under other circumstances.

## 2.0 **REFERENCES AND DEFINITIONS**

### .1 **References**

- a. Hawaii Revised Statutes (HRS), 26-14.6. Department of Public Safety (PSD).
- b. American Correctional Association (ACA), Standards for Adult Correctional Institutions, , 4th. Ed., Section 4-4285.
- c. ACA, Standards for Adult Local Detention Facilities, 4<sup>th</sup> Ed., Section Reception, 4-ALDF-2A-21.

### .2 **Definition**

**Inmate:** For purposes of this policy, the term inmate applies to sentenced felons as well as detainees.

## 3.0 **POLICY**

- .1 Adequate documentation for identification purposes shall be maintained on all inmates. Upon admission to a correctional facility, inmates shall be photographed, fingerprinted, and identifying marks or other unusual physical characteristics documented.

## 4.0 **PROCEDURES**

### .1 Inmate identification

Every inmate shall have a picture taken (front & right side) and fingerprinted for identification purposes upon commitment to the Department.

- a. The full face and side face picture shall be taken by a camera system that is interfaced with the Offendertrak system under their SID number.


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- b. Inmates shall be photographed free of hair that conceals facial features. However, inmates who have a beard and/or mustache shall be photographed clean-shaven only upon their consent.
- c. For the side view picture, hair that conceals the ears and neck shall be set aside so that the ears and neck can be photographed.
- d. Fingerprints are taken on the Department Identification Fingerprint Card with the inmate SID, Social Security No., Complete Name, Height, Weight, Color of Eyes, Color of Hair, Date of Birth and with the Inmate Signature.
- e. Back of Fingerprint Card shall have the scars and marks or other identifying marks of the inmate, charges & dispositions and dates of admission & release.

## 5.0 SCOPE

This policy applies to all correctional facilities.

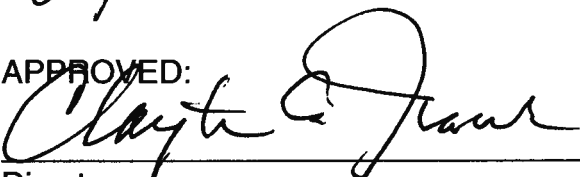
APPROVAL RECOMMENDED:

  
 Deputy Director for Corrections

**JUL 01 2010**

Date

APPROVED:

  
 Director

**7/1/10**

Date